

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-06-P126

OPENING DATE: 09/01/06

POSITION: Vocational Specialist DS-301-9/11/12

CLOSING DATE: 9/15/06

IF "OPEN UNTIL FILLED"

SALARY RANGE: DS 9 - \$39,421 - \$50,761
DS 11 - \$47,496 - \$61,239
DS 12 - \$56,948 - \$73,373

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday
Evening and weekends hours
may be required

PROMOTION POTENTIAL: DS-12

AREA OF CONSIDERATION: Unlimited

NO. OF VACANCIES: One (1)

AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Program Operations (OPDDPO), Office of Youth Development (OYD)

DURATION OF APPOINTMENT: | ☒ | Permanent | | ☐ | Term (13 months to 4 years) NTE: Four (4) years
| ☐ | Temporary (Up to 1 year, Not-to-Exceed) _____

| ☒ | This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

| ☐ | This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for providing consultative and specialized services to social workers working with youth age 15 to 21. Provides technical assistance and training to youth, social workers and other program staff in the area of job readiness. Explores and evaluates a youth's education, training, work history, interests, skills and personality traits. Promotes the importance of career exploration; to assist in developing each youth's innate strengths in preparing them to obtain and sustain employment. Facilitates exploration of and linkages to vocational training and employment. Conducts job readiness workshops for all youth enrolled in the Chaffee Independence Program. Attends and participates in concert with the youth, social worker and other team members in, Youth Transition Conferences. Works with social workers and other program staff to ensure that all youth are given an IL assessment at age 14. Assists in the coordination of CFSA/OYD sponsored events, i.e., weekend retreats, college tours, other overnight events and teen activities. Tracks youth employment outcomes. Assists youth who are transitioning out of the system to utilize transition services and resources. Provides individual job coaching and assistance. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- Masters Degree preferred in social work, human services or a related social science field. Years of experience in these areas may be substituted for formal education or some combination of education and experience.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough understanding of child and adolescent development, positive youth development approaches and group dynamics; the common medical, emotional and psychological problems faced by youth in foster care; and of the principles and practices of social work or social science, as evidenced by a Bachelors Degree in social work, human services or a related social science field, to provide direct social services to individuals and families and two years experience providing vocational services to youth;
2. Thorough knowledge of issues affecting older youth in foster care, challenges associated with providing services with limited resources;
3. Thorough knowledge of mission, goals and rules governing placement and confidentiality; and
4. Effective oral, communication skills, writing skills, organization skills and the ability to prioritize, coordinate and/or negotiate with potential providers to write clear and concise reports and recommendations.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO: Child and Family Services Agency
Human Resources Administration
400 6th Street, SW
Washington, DC 20024

WALK-INS: 955 L'Enfant Plaza, 5th Floor
Washington, D.C. 20024

TO APPLY:

FAX TO: (202) 727-5750

WEB SITE: www.cfsa.dc.gov

EMAIL TO: cfsa.jobs@dc.gov

TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE HUMAN RESOURCES ADMINISTRATION
